

# CONNECTICUT WING CHECK REQUEST

FOR UNITS BELOW WING LEVEL

Charter Number:

Date Needed:

Check #:

Date of Request:

Date Mailed:

Issue Check To Name:

CAP ID#

Street Address:

City; State; Zip Code:

Phone Number:

Email Address:

	Itemized Expense Description	Account Number	Amount
Item 01:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item 02:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item 03:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item 04:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Item 05:	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total Amount of Check:</b>			<input type="text"/>

**If any one item is more than \$500, record date approved by Finance Committee: (please attach copy of FC meeting notes)**

Unit Commander Approval (signature):

CAP ID #

Date:

Unit Finance Committee Member Approval (signature):

CAP ID #

Date:

Comments

Account Number	Account Description
7120000	<b>Awards:</b> Expenditures for awards.
7135000	<b>Scholarships:</b> Expenditures for scholarships.
7520000	<b>Professional Services:</b> Expenditures for outside accounting, legal or other professional services.
7695000	<b>Other Mission Expenses</b> Expenditures for mission expenses not classified to other accounts. This includes communication expenses, tolls, private aircraft rental, per diem, etc.
7696000	<b>Vehicle Fuel:</b> Expenditures for all vehicle fuel.
7697000	<b>Aircraft Fuel:</b> Expenditures for all aircraft fuel.
7700100	<b>Supplies:</b> Expenditures for office supplies and other materials.
7701000	<b>Cost of Sales:</b> Expenditure for supplies to be resold to members; including hats, shirts, patches, uniform items, etc.
7735000	<b>Equipment Purchases:</b> Expenditures for all non-communication equipment that costs less than the CAP capitalization threshold (\$5,000.00).
7745000	<b>Communication Equipment:</b> Expenditures for all communications equipment that cost less than the CAP capitalization threshold (\$5,000.00).
7810000	<b>Telephone &amp; Communication:</b> Expenditures for land-line telephones, cell phones, pagers, satellite phones, etc.
7813000	<b>Internet Fees:</b> Expenditures for Internet and web page hosting fees.
7910000	<b>Postage:</b> Postage & Shipping.
7920000	<b>Postage:</b> Post Office Box Rental.
8010000	<b>Rent:</b> Expenditures for use of facilities.
8015000	<b>Utilities:</b> Expenditures for heat, light, power and other utilities.
8016000	<b>Property Tax:</b> Expenditure for real estate taxes.
8020000	<b>Contributed Facilities/Utilities:</b> Fair value contributions.
8085000	<b>Other Facility Expenditure:</b> Expenditures for facility expenses not listed above, including janitorial services.
8120000	<b>Corporate Vehicle Maintenance:</b> All corporate vehicle maintenance.
8121000	<b>Equipment Lease:</b> Expenditures for all equipment leases.
8123000	<b>Other Equipment Maintenance:</b> Expenditures for all equipment maintenance, including communications equipment.
8230000	<b>Dues &amp; Publications:</b> Expenditures for dues, purchasing publications or books, and printing or producing informational materials, leaflets, films, videos, subscriptions, Etc.
8310000	<b>Travel:</b> Expenditures for travel, lodging, meals, and other miscellaneous charges incurred by CAP members when performing authorized travel. This includes travel to National CAP meetings and conventions, region meetings and conferences, inspections, unit reimbursements for attendance at wing conferences, etc.
8475010	<b>Encampment:</b> Expenditures incurred for encampments.
8475030	<b>Drug Demand Reduction:</b> Expenditures for drug demand reduction program.
8475040	<b>Glider Flights Expense:</b> Expenditures for glider flights. This includes cost of outside tows.
8475060	<b>IACE:</b> Expenditures for hosting International Air Cadet Exchange.
8476010	<b>Activity 1:</b> Expenditures for Senior Activity 1.
8510000	<b>Wing Conference Expense:</b> Expenditures for costs incurred to conduct a wing conference.
8540000	<b>Unit Events:</b> Expenditures for costs incurred to conduct unit events, such as awards banquets and dining ins.